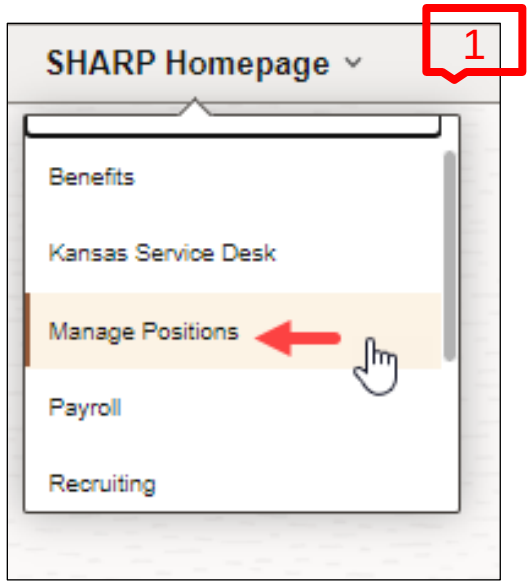
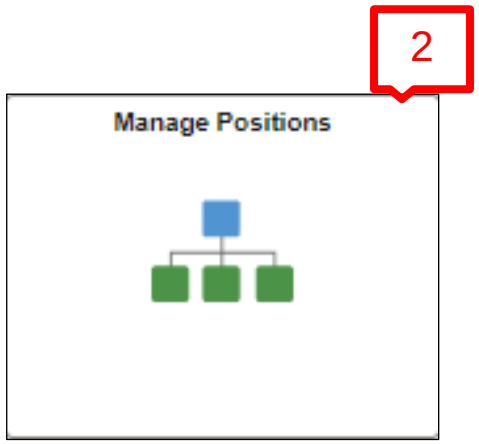
Add A New Position

Prior to reading this job aid, please review the Position Management and Workforce Administration CBTs.

Add A New Position

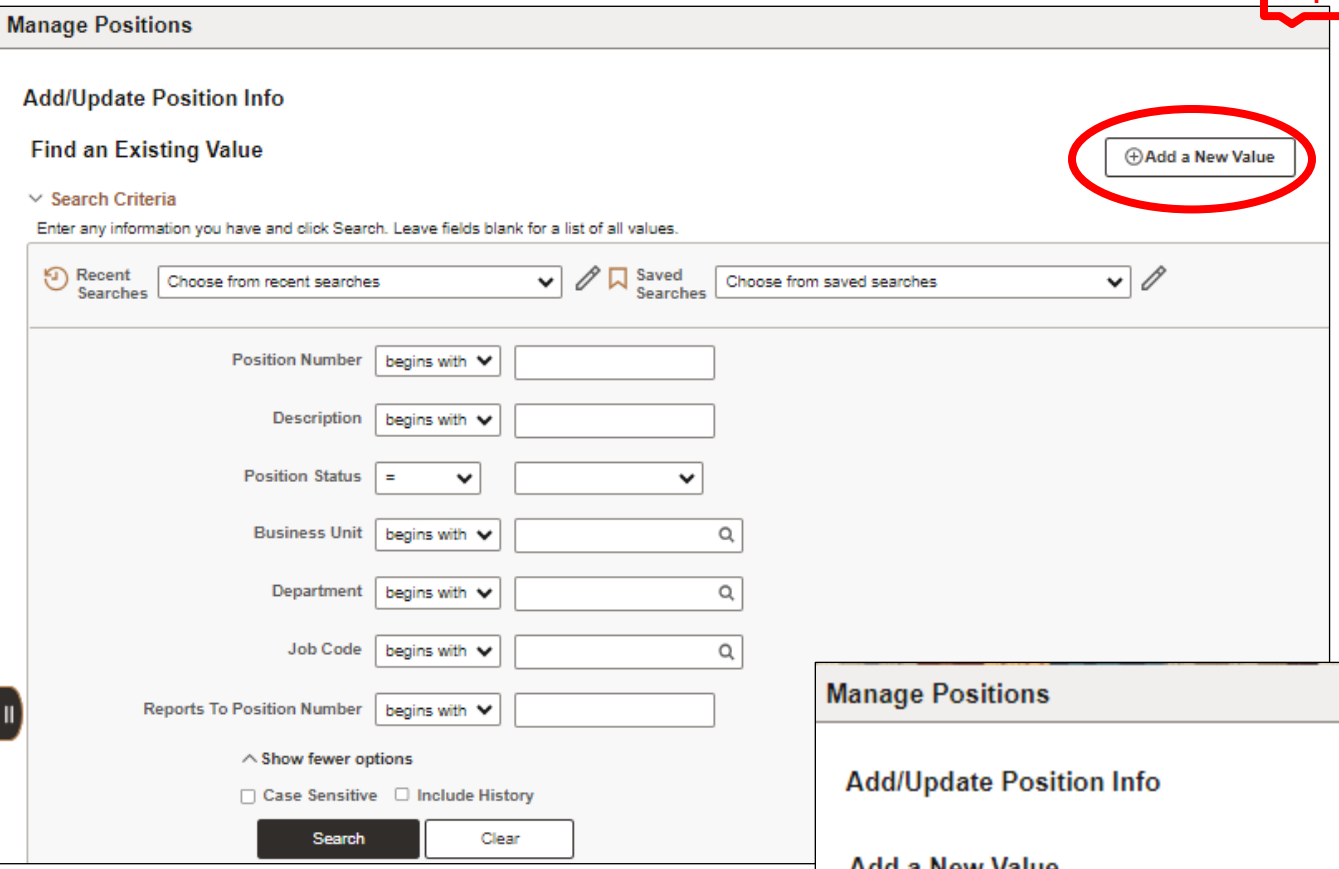




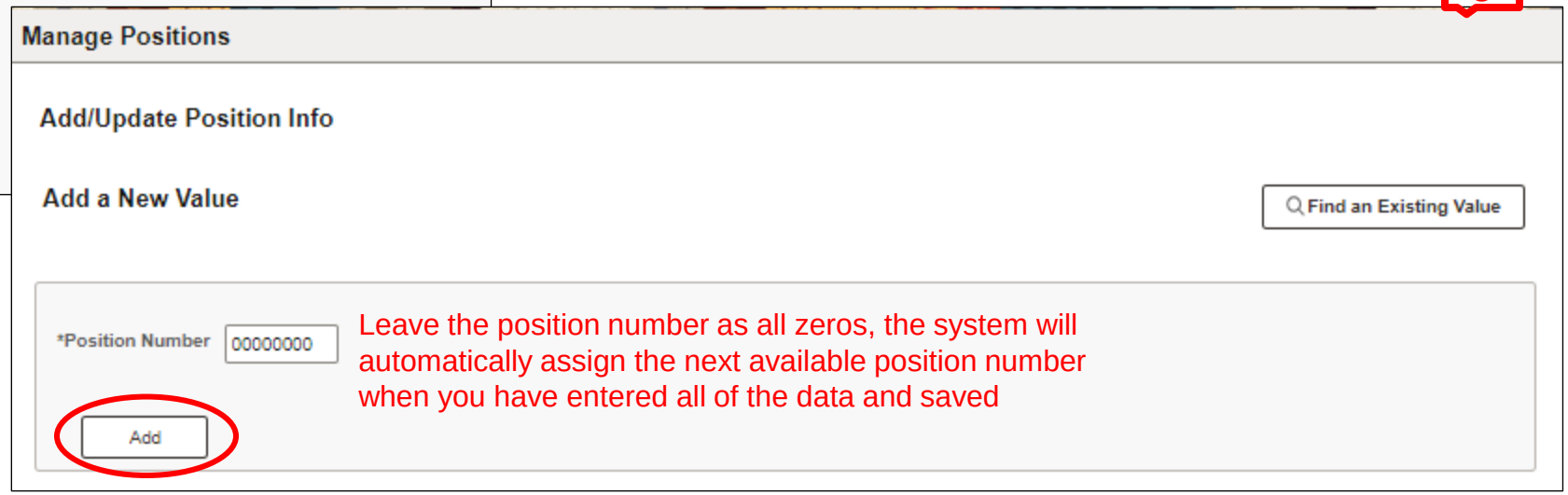


Add A New Position

4



5

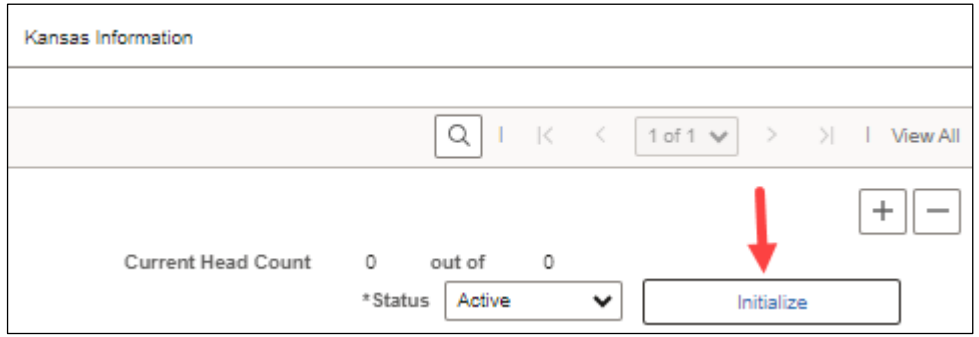


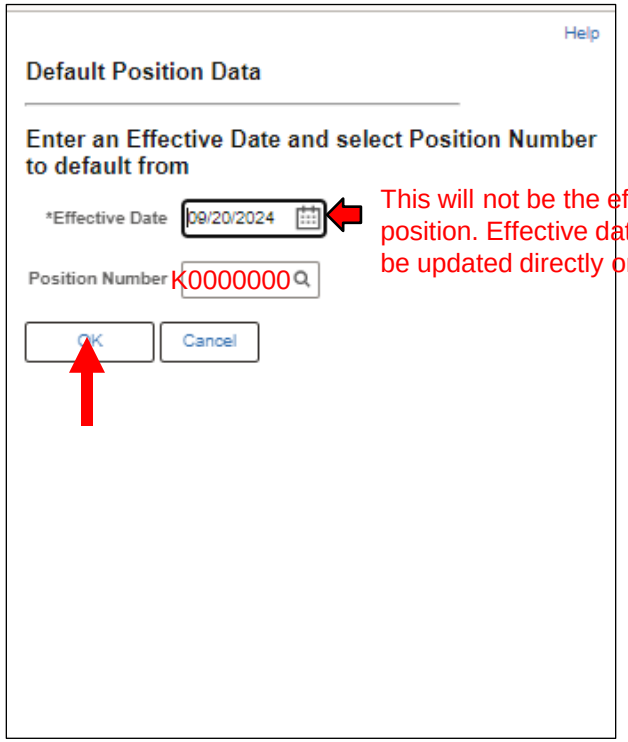
Leave the position number as all zeros, the system will automatically assign the next available position number when you have entered all of the data and saved

Add A New Position

If you have a new position that is similar in setup to an existing position, you can “clone” the existing position to make setup easier. Or, you can proceed to the following slides for detailed instructions if you do not wish to create a new position by cloning. It is advised they are reviewed even if you are cloning.

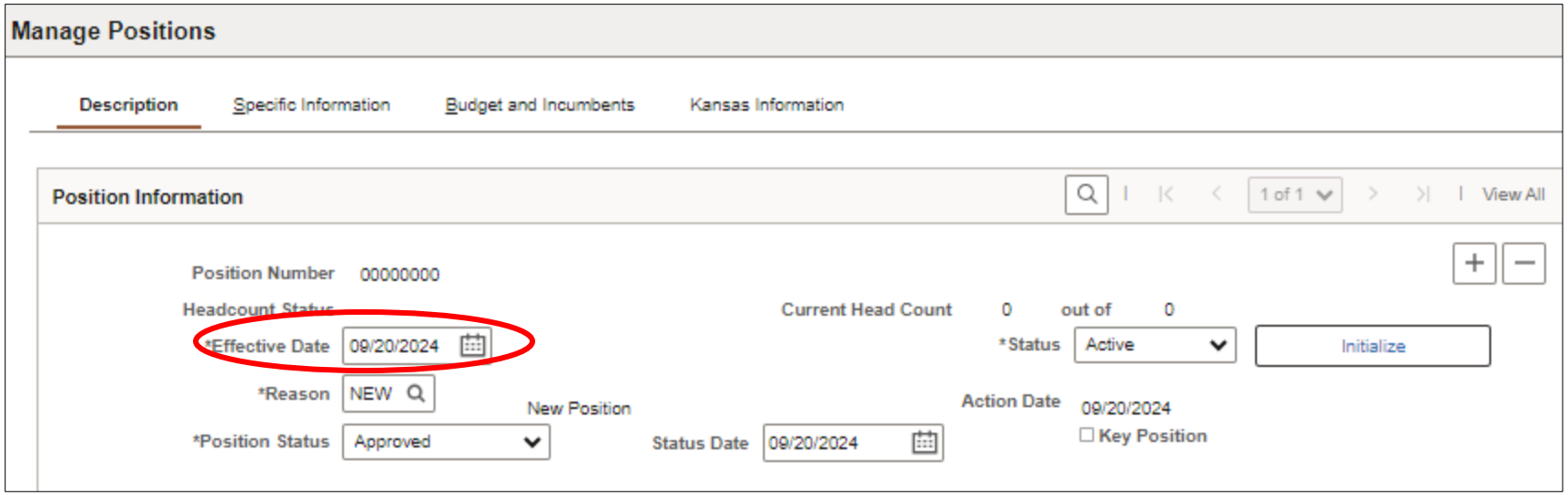
Cloning an existing position: When adding a new position, the ‘Initialize’ button will appear just to the right of the Status field. It will prompt you to enter the position number that you want to clone. After entering the position number, the information from the existing position will copy over to your new position. Not all fields will be automatically filled in so be sure to review all fields in order to complete the setup correctly.





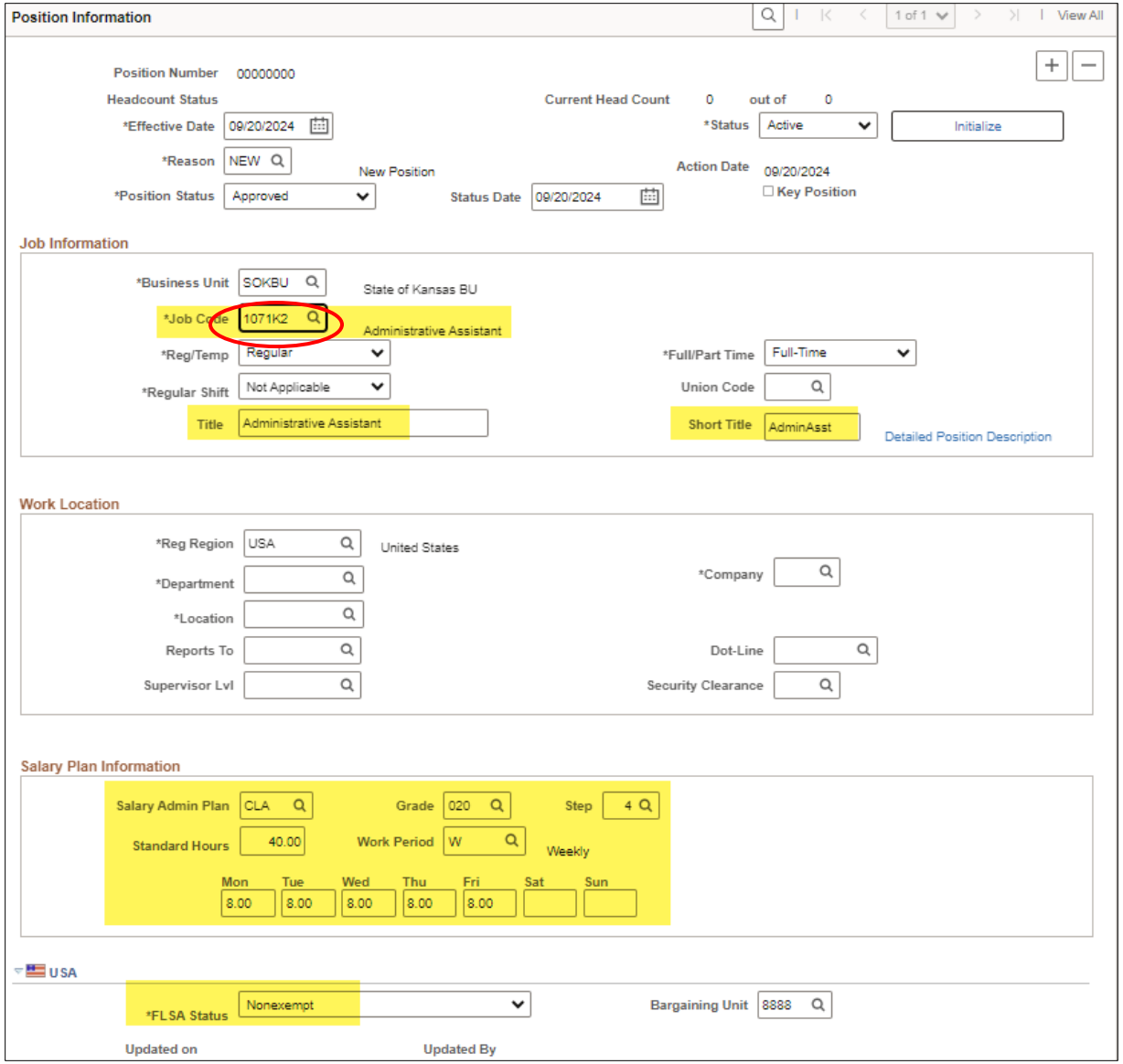
Add A New Position

When adding a new position or a new row to an existing position, the system will automatically default in the system date as the Effective Date. If that is not the correct date, the user should delete the defaulted date and enter the date the data goes into effect. The Reason will default in as “NEW” when creating new positions. Other Reason options will apply when updating/inactivating an existing position.



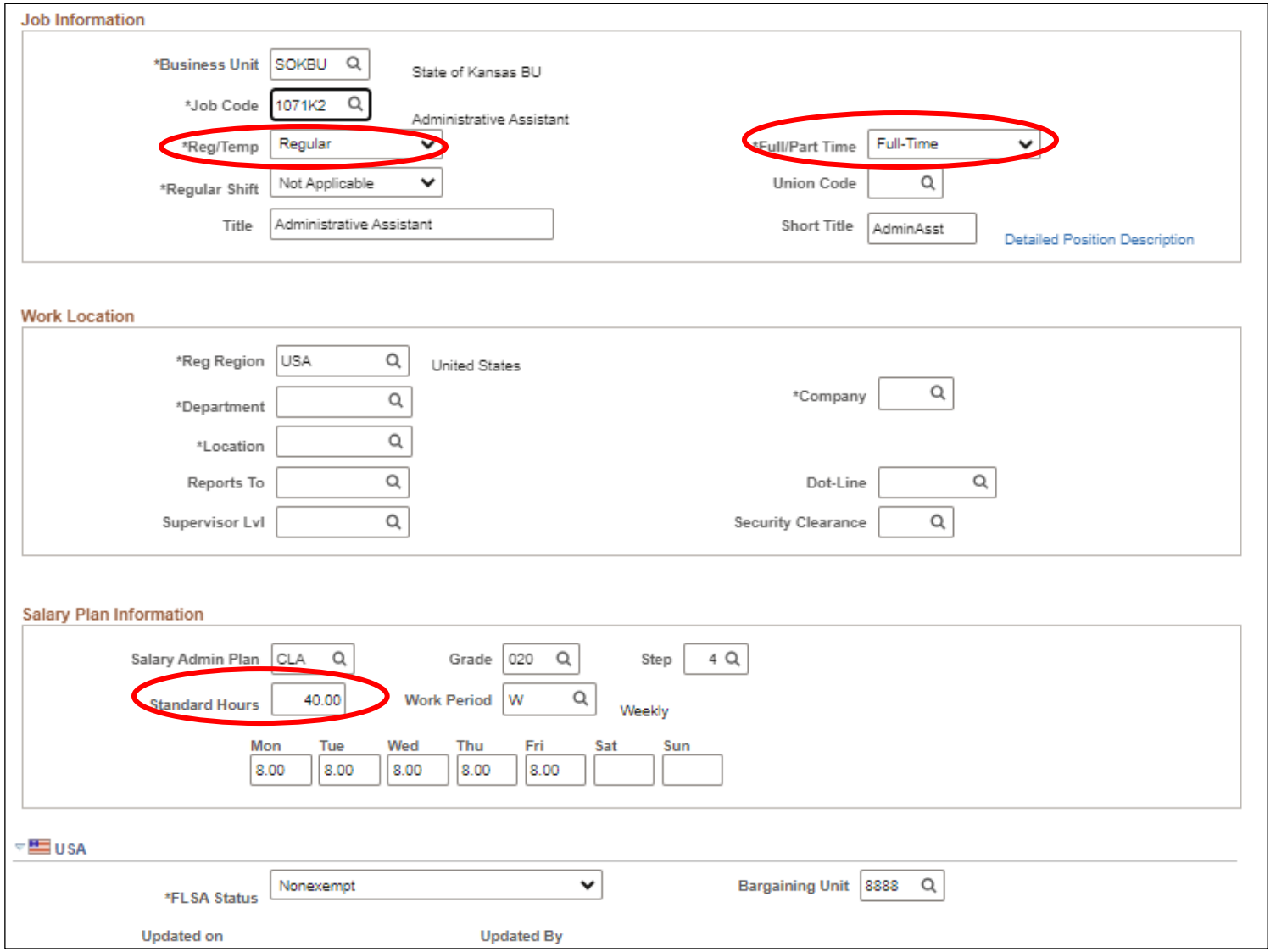
Add A New Position

Type in the Job Code, the information highlighted in yellow will default in from the Job Code Table. The Salary Admin Plan, Grade, and Step (if applicable) should never be overridden. Agencies can update the working title for Unclassified positions in the 'Title' field. Check the FLSA Status field to ensure it is correct. OPS can assist with an FLSA determination for agencies who do not have Delegated Classification Authority.



Add A New Position

The Reg/Temp field defaults to ‘Regular’ and the Full/Part-Time field defaults to ‘Full-Time’ when you create a new position. If the position should be ‘Temporary’ and/or ‘Part-Time’, you will need to update the appropriate fields. Changing the position to ‘Part-Time’ will also require updates to the Standard Hours field.



Add A New Position

Fill in the ‘Department’ field. Do not enter all zeros, the first 3 digits will always be your agency number. Location may default in for some specific department ID numbers. If it does not default in, please fill in with the correct information. The ‘Reports To’ value is the position number of the employee’s supervisor. Agencies that have employees reporting and approving their time using Employee Self-Service should ensure this value is accurate. Time and Labor uses the ‘Reports To’ field to determine the person that will have the security necessary to approve the employee’s self-service timesheet. In addition, the EE in the ‘Reports To’ position will also receive emails when there is time waiting to be reviewed and approved.

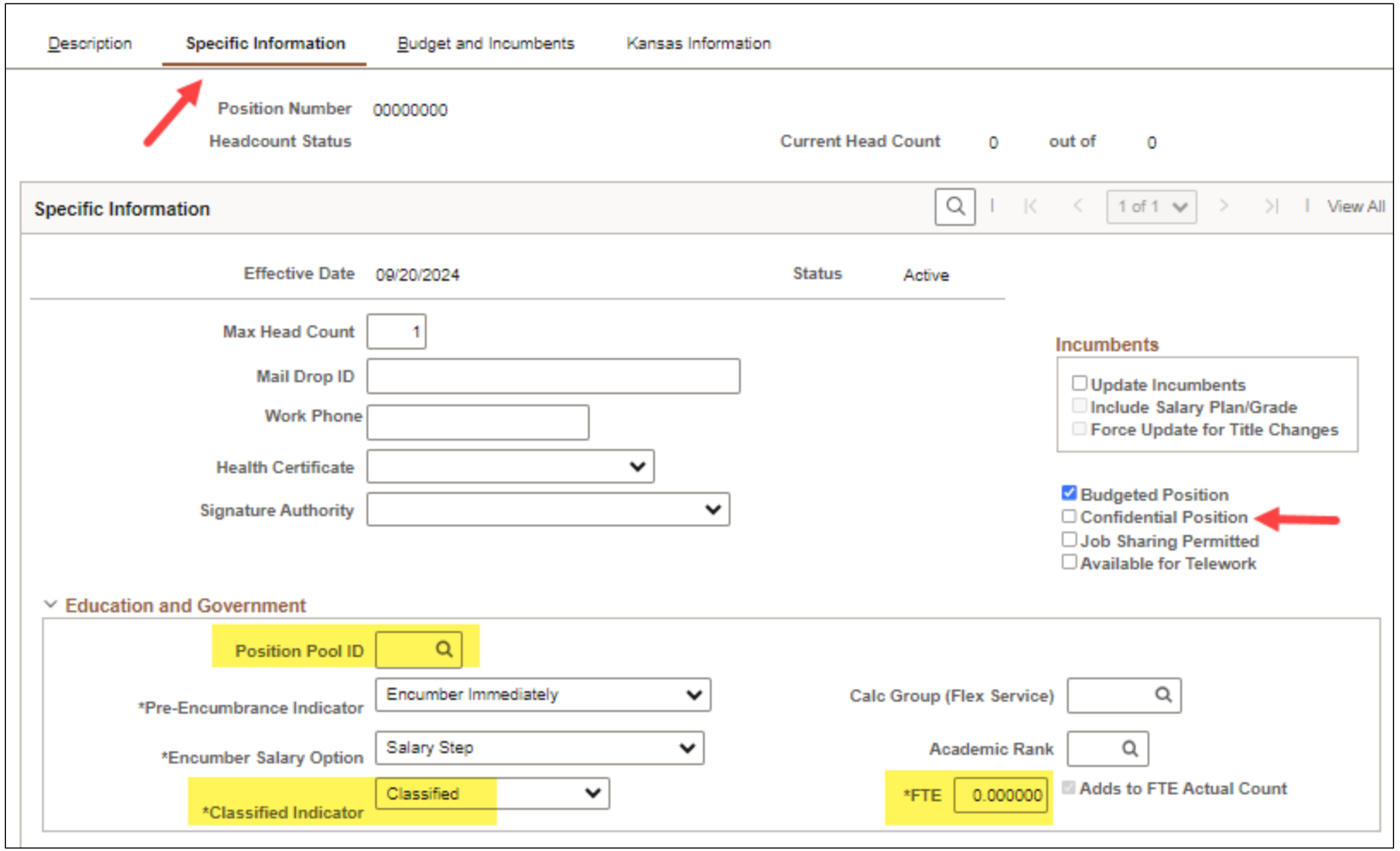


For Location, refer to Payroll Informational Circular 23-P-003 SHARP Employee Official Work Station (Location).

Add A New Position

On the ‘Specific Information’ tab, fill in the Position Pool ID (if needed) and update the Classified Indicator to Unclassified if using an Unclassified Job Code. Update the FTE, this should correlate with the number of standard hours. For example, if the standard hours are 36, the FTE would be .90. If FTE is less than 1.0, the position should be marked Part-time. Turn on the Confidential Position checkbox if applicable per KSA 75-4322.

Pre-Encumbrance Indicator and Encumber Salary Option can be left as they defaulted in; no updates are necessary.

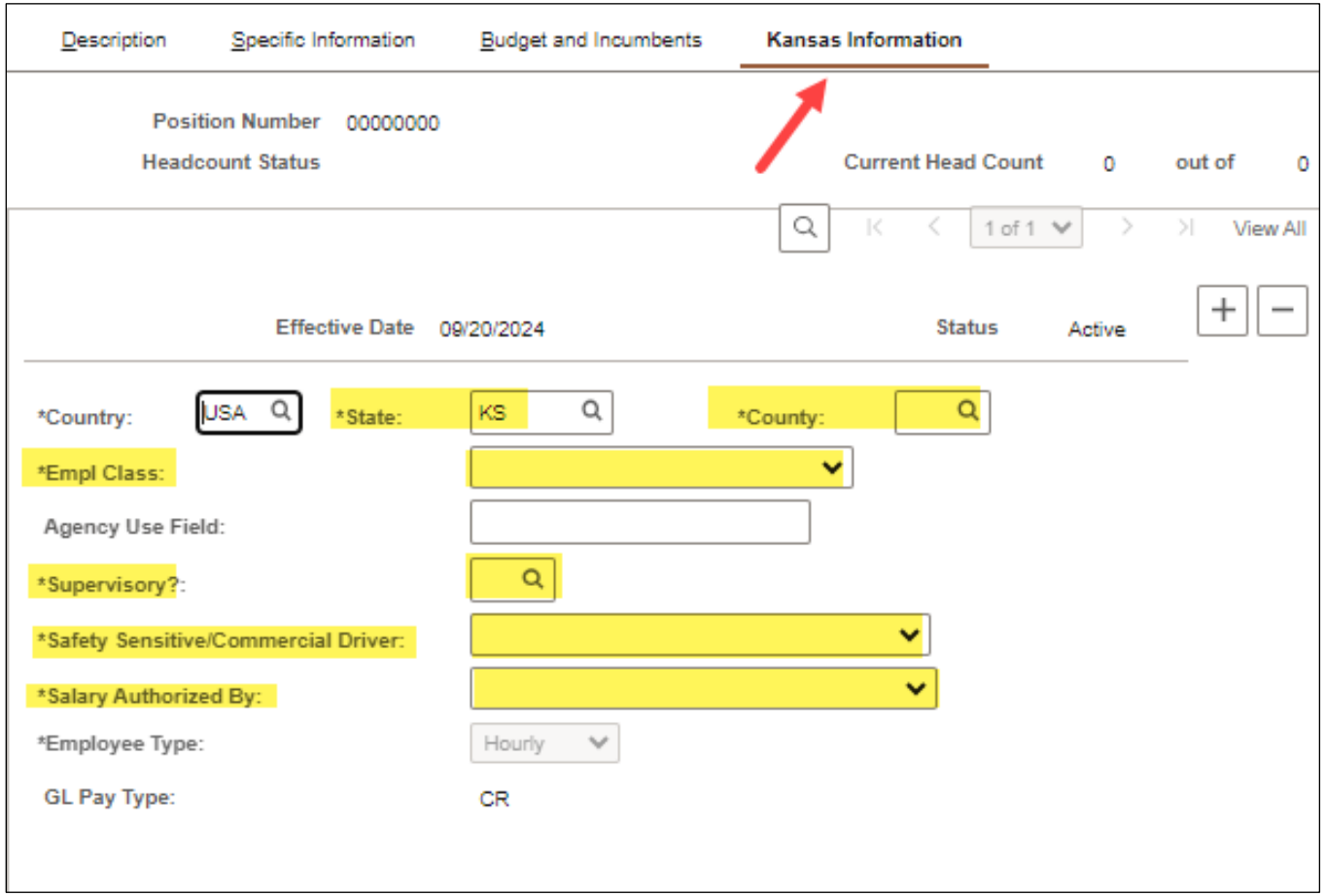


Add A New Position

Update the following fields:
State: (if needed)
County: KS two digit abbreviation or, for states other than KS, ZZ (All Other)
Empl Class: Refer to document if needed https://admin.ks.gov/media/cms/0825cec2-0f49-4e23-b346-bb0338e0ac2d.pdf
Agency Use Field: Optional
Supervisory: (S or N)
Safety Sensitive/Commercial Driver: (KSA 75-4362(g))
Salary Authorized By:

For State and County, refer to Payroll Informational Circular 23-P-003 SHARP Employee Official Work Station (Location).

Press the Save button and SHARP will generate your position number.



Add A New Position

If you left the Reports To field blank on the Description page, you will receive the following warning. You may either go back to the page and fill it in by pressing Cancel, or click OK to bypass the warning.

